

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS**



Vacancy Announcement 08-02

CM/ECF ADMINISTRATION MANAGER (CL28/29)

Dallas, Texas

Closing Date: January 31, 2008

Salary: \$52,828—\$102,132 (CL 28/29)*

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

PRIMARY RESPONSIBILITIES

This position has been designed to meet the current and emerging technology needs of the Bankruptcy Court for the Northern District of Texas. The incumbent provides case management systems analysis, design and minor programming for the case management/electronic case filing system (CM/ECF). The incumbent supervises the ECF help desk and ECF analysts. In addition, the incumbent assists in the design and development of case management training and conducts training for internal and external court customers. The incumbent will be a member of the management team and reports to the Chief Deputy.

Representative Duties

- Provides guidance and direction to subordinate staff. Monitors and reviews the work of subordinate staff ensuring the work is accomplished within established performance standards, priorities and timetables.
- Motivates and coaches staff to achieve enhanced productivity, effectiveness and quality of work.
- Establishes performance standards and prepares staff performance appraisals. Hears and resolves complaints; administers disciplinary actions as required.
- Works with manager to identify staff development needs and how technology will dictate the development of new skill sets, and adjusts position descriptions as needed.
- Coordinates and approves leave and monitors subordinate staff attendance.

- Provides technical advice and associated training to analysts and managers.
- Analyzes and researches best practices and works closely with managers and analysts regarding procedural problems, questions and updates. Recommends improvements to work processes, operating methods and data entry screens that will improve the overall quality, quantity and efficiency of the work.
- Develops reports, as needed or requested, that extract and compile data from existing case management databases.
- Serves as the liaison with court management and IT in the timely implementation of source code releases and upgrades.
- Coordinates testing and tests new releases, event modifications and related applications and products. Develops implementation time lines and strategies for new release installation and testing.
- Develops or modifies specific case management events and forms to satisfy local court needs through established processes.
- Monitors automatic form production and modifies automated forms as needed.
- Assists in the design, development and presentation of training for internal and external court customers.
- Communicates both orally and in writing with external users regarding errors, appropriate corrective actions, updates and changes in application functionality.
- Monitors national court and related websites for information regarding reported errors, change requests and status of pending releases.
- Oversees the maintenance and monitoring of automated calendars, ensuring sufficient dates are available for the automatic trustee assignment.
- Assists Help Desk with overflow calls as needed.

MINIMUM REQUIREMENTS:

The selected candidate must have **demonstrated through prior work history** the following: aptitude for understanding and working with relational databases; a proven track record for achieving organizational results by working through and with others at all levels within the organization; supervisory and leadership skills; ability to manage multiple projects while staying focused on the strategic mission of the court; good judgment and decision-making skills; good analytical skills with aptitude for analyzing

and understanding statistical data; strong expertise and understanding of a variety of software applications.

A bachelor's degree in business, public administration or related discipline or equivalent combination of related education, training, and/or experience; and a minimum of six (6) years of previous work experience—three of which were in an environment that provided progressively responsible administrative, technical, professional, supervisory, or managerial experience that required: (1) skill in dealing with others in person-to-person work relationships; (2) the ability to exercise mature judgment; and (3) a thorough knowledge of the basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the Bankruptcy Court. The skill, ability, and knowledge gained must have included at least one year of experience at or equivalent to the next classification level below the level of the position for which the applicant is being considered.

DESIRED QUALIFICATIONS:

Bachelor's degree. Court experience. Bankruptcy expertise. Legal experience. Excellent knowledge of electronic case filing system. Good knowledge and understanding of the policies and procedures of the court. Thorough understanding of case management process from inception to closing. Knowledge or experience of how other processes in the Clerk's Office relate to his/her position.

BENEFITS:

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to 13 days of paid annual leave per year for the first three years, thereafter up to 26 days per year, 10 federal holidays, participation in the Federal Employees Retirement System with percent of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases. This position is subject to mandatory electronic funds transfer for salary payments.

APPLICATION PROCESS:

Submit a cover letter with current resume to: Alison Henley, Human Resources Development Officer, U.S. Bankruptcy Court, 1100 Commerce Street, Rm. 1254, Dallas, Texas 75242, or submit by e-mail (in Word or WordPerfect only) to:

employment@txnb.uscourts.gov

<p>The selected candidate will be subject to a background check as a condition of employment. Retention depends upon a favorable suitability determination.</p>
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The United States Bankruptcy Court is an Equal Opportunity Employer.